

LEOFF Plan 2 Retirement Board
Proposed Staff Model
March 24, 2004

Working Title	Deputy Director
Job classification code WMS rating & Salary Band	WMS Salary Band 3 (C3X-768)
Salary Range	\$58,400 to \$90,750
Duties	<p>Supervises the day-to-day activities of the two senior research and policy managers.</p> <p>Assigns, coordinates, and supervises progress on policy projects, issues, and tasks requested by the Board, the Board's Administrative Committee and/or the Executive Director.</p> <p>Acts as liaison with stakeholders on policy issues as necessary. Develops interagency agreements, data-sharing agreements or memoranda of understanding as necessary.</p> <p>Acts as Executive Director when required.</p> <p>Assists the Executive Director in managing, planning, and coordinating Board operations and activities.</p> <p>Manages and directs business management functions including budget development, accounting, developing & issuing requests for proposals, evaluating bidders, contracting, purchasing, inventory control, facilities and property leases, contract administration, internal and external audit, information systems, and telecommunications.</p>
Other	DOP suggests that this position be considered for conversion to the exempt service. In the meantime, they suggest an Acting WMS appointment.

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Working Title	Senior Research & Policy Manager
Job classification code WMS rating & Salary Band	WMS Salary Band 2 (B2X – 570)
Salary Range	\$47,000 to \$76,200
Duties	<p>Collects, organizes, and analyzes data regarding pension related issues.</p> <p>Develops and recommends policy proposals concerning pension benefits, funding, and administration for Board consideration.</p> <p>Provides research, analysis, and prepares reports on benefit issues.</p> <p>Drafts or reviews, analyzes, and interprets pension-related legislation, coordinating with Board members, legislators, committees, legislative staff, or executive branch officials as directed.</p> <p>Researches tax consequences of changes in pension statutes.</p> <p>Makes presentations of complex, technical issues at Board meetings.</p> <p>Responds to inquiries from constituents and legislative and executive branch officials, providing information on pension legislation and issues.</p> <p>Prepares bill analysis and other background materials for Board proposals and fiscal notes.</p>
Other	Two persons would be hired.

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Working Title	Administrative Services Manager
Job classification code WMS rating & Salary Band	WMS Band 1 (A1W – 422)
Salary Range	\$36,320 to \$62,500
Duties	<p>Develops policy recommendations for Board operations and necessary policies for agency operations including all mandatory state agency policies.</p> <p>Manages the Board member fiduciary training program.</p> <p>Prepares the Board's annual report required by statute.</p> <p>Prepares the annual member summary of benefits required by statute.</p> <p>Maintains the Board Web site.</p> <p>Develops personnel policies and procedures. Serves as liaison with DOP on agency personnel issues. Serves as liaison with OFM on agency payroll issues.</p> <p>Manages space planning/office moves/furniture acquisitions. Serves as liaison with building owner on facility issues.</p> <p>Manages the Board's response to public record requests.</p> <p>Manages asset inventory/maintenance.</p>
Other	